



**Idaho Soil
Conservation
Commission**

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January 9, 2009

To: Soil Conservation District Chairman
From: Kathie Shea, Program Coordinator
Subject: District Budget Request for FY-2010

This memorandum is the Soil Conservation Commission official notice for the FY-10 District Budget Request due on or before Friday May 2, 2008

District Budget Requests for FY-2010 includes a twelve-month period covering July 1, 2009 to June 30, 2010. In order to prepare your request the District must receive a Letter of Intent from the county and/or city. The following guidelines should assist you in preparing your budget request and submitting it along with your Letter of Intent.

1. Districts receiving money from governmental entities such as cities and/or counties must formalize the process by requesting the entity complete and sign a Letter of Intent (Example enclosed).

- a. It is important the District receives county and city funds each fiscal year.
- b. It is essential that all districts maintain a liaison with the County Commissioners throughout the year and especially when the county budgets are prepared.

2. The budget request includes anticipated receipts and proposed expenditures and is to be created in QuickBooks using the chart of accounts developed in your QuickBooks file.

- a. Districts participating in the Water Quality Program for Agriculture, EPA 319, BPA etc. projects may include special project funds in the budget request however they should be broken out in a manner they can be easily identified. Most Districts have not included these funds in the past however, many CPA's are now asking for a copy of the districts budget when they do the financial review or audit and it is incomplete when it only includes state and county funds. So if this is something your CPA has been requesting go ahead and include special project dollars on your budget request.

3. **Before you begin developing your budget you probably will want to print out a profit and loss report for the previous year or use your district financial review/audit to help guide your budget development for FY10. To develop your budget in QuickBooks Online follow the steps below:**

Step One: On the menu at the top of the screen click on Company > budgets.

Step Two: Click>(top right) New Budget click> next. You probably want "no amounts- create the budget from scratch > Click next >Don't subdivide, Click next> pick the year July 2009-June 2010 and Name you budget FY10 Budget Request and Click finish.

Step Three: In the top right hand corner pick "view by year". Towards the bottom under "edit select "enter by year". Highlight the account in the income and expense boxes and down below where it says "annual" enter the dollar amount. Click "save and next on the bottom right and continue this process until all budget figures are entered. Click finish.

Step Four: Any time during the process you can click on Budget overview under related reports on the bottom left half of the screen and look at what you have created so far. The Income and Expense items listed below are suggested minimum accounts that should have budget items.

Income:

County Appropriations

State Appropriations

Base Funding – (\$5,000)

General – (Twice the amount of county appropriations)

Expense:

Audit

District Employee Travel

Dues

Office Supplies

Payroll

Public Outreach

Supervisor Travel

Utilities (phone line & internet service)

If you have other income or expenses that pertain specifically to your district please include those also. If you receive in-kind services from the county you will need an income account called "County In-kind". If you need assistance with this give me a call. Your Income and Expense item totals should be the same.

Once you finish, print the final form and have the District Board review and approve it and have the District Chairman or Treasurer sign and date it at the bottom and mail or fax it to the Commission in Boise.

The District's FY-2010 (7/1/09 to 6/30/10) QuickBooks Budget Request and Letter(s) of Intent are due by May 4, 2008 to:

Kathie Shea, Program Coordinator
Soil Conservation Commission
P.O. Box 790
Boise, Idaho 83701-0790
Email: kshea@agri.idaho.gov

If you have any questions, please contact Kathie Shea at 332-8647.

Attachments:

Sample County Letter of Intent
Sample City Letter of Intent